

TRANSMITTAL of CHECKS/CASH for DEPOSIT

Use this form to transmit check(s) and/or cash to Treasurer.
 Make copies of checks and form for personal or committee records.



Name: _____ Email: _____ Date: _____
 Committee/Activity: _____ Phone #: _____

Name of Person on Check/ Giving Check	Check #	Check/Cash Amount	Analysis of Check/Cash	Income Account Code
<i>Example: Univ. of USA</i>	1237	\$300	Westop Conf. Registration	1060-03
Total Amount:				

Submit completed form, checks/cash, and any supporting documents to:
WESTOP SoCal Chapter
Attn: Miguel Zarate Jr.
Riverside City College
4800 Magnolia Avenue
Riverside, CA 92506

Office: (951) 328-3532 Email: miguel.zarate@rcc.edu

Submitted by _____ Date _____
 Treasurer Approval _____ Date _____ QB _____

2 VERIFICATIONS FOR CASH DEPOSIT

Verified by _____ Signature _____ Date _____
 Verified by _____ Signature _____ Date _____